



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

ISSUE DATE: November 29, 2007  
CLOSING DATE: **Open-Continuous**

Recruiting Bulletin No.: BORO-A-08-06 A

**This bulleting will remain open until sufficient applicants are received. It will be open for a minimum of 30 days.**

**This bulletin has been amended to change the contact address and telephone numbers.**

**POSITION:**

Clerk, GG-0303-03 (\$25,618 - \$33,303)  
Clerk, GG-0303-04 (\$28,759 - \$37,393)

**NUMBER OF POSITIONS:** Few

**PROMOTION POTENTIAL:** GG-04

**EXCEPTED SERVICE APPOINTMENT:** This is a two year Schedule A time-limited appointment with a possible two year extension.

**DUTY LOCATION:** Boston Regional Census Center – Boston, MA

**WHO MAY APPLY:** **All current Census Bureau employees**

**\* Must submit a separate completed Application for each grade level applied.**

**DUTIES:** The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and direct them to appropriate office employees based on knowledge of employees= areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Prepares office reports. Performs other clerical duties as required.

**QUALIFICATIONS:**

**GG-03: 6 Months General Experience OR 1 Year Above High School**

**GG-04: 1 Year General Experience OR 2 Years Above High School**

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

*You may qualify for a position based on your education, experience, or a combination of both.*

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

You must be a U.S. citizen to qualify for this position.

The applicant needs to be living within local commuting area of Boston.

## **BASIS OF RATING:**

**Applicants are required to pass a Bureau of the Census written exam. You will be contacted concerning the date and location to take the test once your application has been received.**

Bring two forms of identification to the test session to verify employment eligibility, one being a State or Federal ID with photo such as driver's license or passport. Please allow 2 hours for the testing session. This agency provides reasonable accommodations to applicants with disabilities.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact Louis Fox, Administrative Officer, (617) 488-9000.

**HOW TO APPLY:** Each applicant must submit the following 3 documents: **(1)** a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612), or a resume, listing your work duties and accomplishments relating to the job for which you are applying. If only one application is received, you will be considered only for the lowest grade level in your application. **(2)** Schedule and pass clerical test **(3)** College Transcripts (if education is used as a qualification factor).

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email address, if available, and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference if they submit a DD-214. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience

Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (617) 488-9000.

**APPLICATION DEADLINE:** All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. All documents must be submitted and received at the address listed below or hand carried on the date of the test. If you apply using any other method, your application will be disqualified.

Bureau of the Census  
Boston Regional Census Center  
1 Beacon Street, 7th floor  
Boston, MA 02108

Phone: 1-617-488-9000  
Fax: 1-857-362-9383  
Attn: Gary Porter, HR Specialist

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Abuyout@ and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.